

**TOWN OF AMHERST, MASSACHUSETTS
APPLICATION FOR RESERVATION OF KENDRICK PARK**

Information contained on this form is public information

Name of Sponsoring Organization: _____

Address of Sponsoring Organization: _____

Phone: _____ **Cell Phone:** _____

Reservation Requested by: _____

Title: _____

Address: _____

Cell Phone: _____ **Email :** _____

Motor Vehicle Driver's License Number: _____ **State:** _____

Specific Location Requested (Areas 1, 2, 3 and/or 4 – see attached Map)

Alternate Location: _____

Description of Activity (Please be Specific): _____

(Parades, road races, and land similar events require separate application and approval by the Police Chief.)

Set-up Date: _____
Date Time Begin – Time End

Event Date/Hours:

Date Time Begin – Time End

Date Time Begin – Time End

Date Time Begin – Time End

Clean-up Date: _____
Date Time Begin – Time End

ADDITIONAL INFORMATION

1. List of responsible individuals, their cell phone numbers and times they will be in charge:

2. State clean up policy (required). _____

3. Number of people anticipated in connection with the event (please check one):

Less than 75 _____ **Between 75 and 200** _____ **Greater than 200** _____

4. Will food be served? Yes / No (please circle one)

(Permits for food may be required. Applicant is responsible for contacting the Department of Health at 413-259-3077)

5. Electricity Required? Yes / No (please circle one)

(Please refer to Section 6 of the Rules and Orders Regulating the Use of Kendrick Park regarding the use of electricity.)

6. Do you intend to erect a tent or shelter? Yes / No (please circle one)

(Some structures may require a permit. Applicant is responsible for contacting the Inspections Services at 413-259-3030)

In addition, the applicant agrees that the use of sound equipment will be reduced or eliminated upon the request of the Amherst Police Department.

I have read the attached *Rules & Orders Regulating the Town Kendrick Park* and agree to abide by them.

X _____
Applicant Signature

THIS IS A RELEASE OF RIGHTS. PLEASE READ IT CAREFULLY. In consideration for being permitted to use the Park, the user agrees to indemnify and hold harmless the Town of Amherst, its officers, employees and insurers from and against all liability, claims and demands which are incurred, made or brought by any person or entity on account of damage, loss or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the Park or its facilities, whether any such liability, claims and demands result from the act, omission, negligence or other fault on the part of the Town of Amherst, its officers or its employees, or from any other cause whatsoever. The Town of Amherst is relying on and does not waive or intend to waive by any provision of this Agreement the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities and protections provided by the Massachusetts General Laws as from time to time amended, or otherwise available to the Town of Amherst and its officers and employees.

X _____
Applicant Signature

OFFICE USE ONLY

Date/Time Received _____ **Confirmation letter to applicant** _____

Reservation # _____

Date Reservation Confirmed _____

cc: Select Board _____
Dept. of Public Works _____
Inspections/Electrical _____
Police _____
Health _____

APPROVED _____
TOWN MANAGER DATE

APPROVED _____
SUPERINTENDENT/DPW DATE

APPROVED _____
POLICE CHIEF DATE

KENDRICK PARK RESERVATION CHECKLIST

	PROCEDURE
	<ul style="list-style-type: none"> • Reserve date with the Town Manager’s Office, 259-3002. • Complete Kendrick Park Reservation Form and return to the Town Manager’s Office, 4 Boltwood Avenue, Amherst, MA 01002. • A deposit of \$250.00 is required with the reservation form. <p><i>(An inspection shall be conducted within 48 hours of the conclusion of usage of Kendrick Park. Charges, if any, will be deducted for clean up, electricity and any other miscellaneous costs incurred by the Town.)</i></p>
	<i>Secure permits, if appropriate, for event as follows:</i>
	Police Detail:
	<ul style="list-style-type: none"> • Amherst Police Department – 259-3000 • Police details required for events with 75 or more attendees anticipated. • Before issuance of permit any police details must be paid for in full. Contact the Police Department for more information.
	Food:
	<ul style="list-style-type: none"> • Town of Amherst Health Sanitarian -- 259-3077 • Permits – a minimum of two weeks prior to event, secure any permits required for food handling, food sales, etc.
	Bathroom Facilities (temporary):
	<ul style="list-style-type: none"> • Town of Amherst Health Sanitarian -- 259-3077 • A minimum of two weeks prior to the event, contact Health Sanitarian to determine number of facilities required. • Pay inspection fee.
	Electrical Usage:
	<ul style="list-style-type: none"> • Town of Amherst Inspection Services - 259-3030 • Permits – a minimum of two weeks prior to event, secure any permits required for electrical wiring, and reactivation of power.
	Tents or Staging
	<ul style="list-style-type: none"> • Town of Amherst Inspection Services - 259-3030 • A minimum of three weeks prior to the event, contact Inspection Services to determine if inspection and a permit is required for a tent or temporary staging. • If erecting a tent or temporary staging, contact “Dig Safe” at 1-888-344-7233.
	Street Closings and/or Parking Restrictions
	<ul style="list-style-type: none"> • If you are requesting special consideration for a street closing or parking restrictions, you must put your request in writing to the Select Board, 4 Boltwood Avenue, Amherst, MA 01002, or selectboard@amherstma.gov, a minimum of four weeks prior to your event. The Select Board will need to vote approval at one of its meetings.

RULES AND ORDERS REGULATING THE USE OF KENDRICK PARK

Section 1 **General Policies**

Permission for use of Kendrick Park space may be granted to non-profit groups or private individuals for non-profit use. Approval of a display or event does not imply endorsement by the Town Manager, Select Board or the Town.

Wires, equipment, signs, tents or other structures, or any other miscellaneous items will not be hung from trees or any other structures. No postings shall be allowed.

Temporary displays or structures may require approval by the Building Commissioner. Food sales may require obtaining a permit from the Town's Board of Health.

Section 2 **General Usage Policy**

Kendrick Park is a public area for use by the public. A permit to reserve Kendrick Park does not allow the permit holder to prevent anyone from entering onto Kendrick Park space. A fee shall not be required for anyone to enter the park. The Town may require an organization to present a copy of their non-profit status.

Section 3 **Application for Use of Kendrick Park**

Applications will be available from the Town Manager's Office and may include, but not necessarily be limited to, the following information:

- Name of group or individual;
- Contact person(s) and phone number(s);
- For events only: The applicant must designate a person or persons responsible for the event who will be at Kendrick Park during the entire event. If several people will take shifts, these people and their times must be noted on the application form.
- Nature and purpose of display or event;
- Date(s) desired;
- Area of Kendrick Park (Areas 1, 2, 3 and/or 4 – see attached Map.)
- Time(s) of operation;
- Clean-up plan.

Section 4 **Prohibited Practices**

- 4.1 In accordance with Town By-laws, absolutely no alcoholic beverages will be allowed to be served or consumed in Kendrick Park.
- 4.2 Charging for admission is not allowed. Access to any and all parts of Kendrick Park cannot be denied to any citizen except for those private activities, approved by the Town, that require a fee for use or participation.
- 4.3 See attached list of Prohibited Acts.

Section 5 **Clean-up Fee**

If the Department of Public Works is needed to restore or repair any portion of the reserved area to the condition prior to usage, the individual or organization will be held responsible to pay for these services. Charges will be deducted from the deposit if expenses occur beyond the limits established. Expenses incurred beyond the amount of the deposit shall be billed to the individual or organization responsible.

Section 6 **Usage of Electricity**

There may be a fee for electrical usage. If the electricity has been deactivated for the season, WMECO has a reactivation fee which the individual or organization will be responsible to pay as well any usage charge. Charges will be deducted from the deposit if expenses occur beyond the limits established. Expenses incurred beyond the amount of the deposit shall be billed to the individual or organization responsible.

Section 7 **Vehicles**

Vehicles are PROHIBITED on Kendrick Park without prior permission in writing from the Town Manager's Office. This prohibition applies to non-official vehicles. Official vehicles are considered to be Town of Amherst vehicles, vehicles of other state and local entities assisting the Town of Amherst and those vehicles displaying a permit card issued by the Town of Amherst. Offenders will be fined.

Section 8 **Indemnification**

The Town will be held harmless from any and all claims, suits, causes of action, judgments and demands of any nature made or obtained by third parties which result from activities or actions of the Town of Amherst, its agents or servants under this permit and if judgment is entered against the Town of Amherst, said judgment will be paid by said applicant together with all interest thereon.

The Town reserves the right to review and approve/disapprove each application on a case-by-case basis and to disallow any activity that it may deem as inappropriate with the intended use and purpose of Kendrick Park, or which may cause harm to the inhabitants of the Town.

Insurance policies shall be required from users who reserve portions of or all of the park.

The Town of Amherst and its officer[s] and employees will not be liable or responsible for any injury, accident, loss or damage to any person or to any property of any person arising out of the use of the Park.

The Town of Amherst shall have no responsibility, liability or obligation with respect to the safety or security of any personal property placed or located on, at or in the Park, it being acknowledged and understood that the safety and security of any such property is solely the user's responsibility and risk.

Insurance Requirements:

- a. Users will provide the Town of Amherst with a commercial general liability policy with limits of \$2,000,000 or more for events expecting less than 200 people. For events expecting more than 200 people, the liability policy limits must be a minimum of \$5,000,000.
- b. The Town of Amherst will be named as an additional insured.
- c. A Certificate of Insurance with the foregoing requirements and a paid receipt showing the policy has been paid will be presented to Town Hall with this application.

Section 9 **Effective Date**

These rules and orders shall become effective August 1, 2008~~9~~.

Section 10 **Equipment**

All apparatus, furniture and equipment must be approved for use during the application process. All such apparatus, furniture and equipment must be removed promptly following the approved use and by 8:00 a.m. the following morning. Failure to comply may prohibit such group's future use of the Park.

Section 11 **Cancellation Policy**

Cancellations shall be received 30 days prior to a scheduled event in order to receive a refund. The refund shall be the total amount minus a fee of \$50.00 for processing.

For any cancellation received less than 30 days prior to a scheduled event, refunds shall be at the discretion of the Town Manager.

USE OF KENDRICK PARK ORGANIZATIONAL RESPONSIBILITIES

1. TRASH COLLECTION & DISPOSAL

It is the responsibility of any organization that reserves the use of Kendrick Park to insure that all refuse generated by the event is collected and disposed of properly by the organization.

The Town of Amherst will provide 50 gallon trash containers and place them on Kendrick Park prior to the event to facilitate the collection of garbage during the event. The organization sponsoring the event is responsible for providing its own recycling containers. All recyclables must be separated and appropriately recycled. The trash and the recyclables must be removed by the organization sponsoring the event from these containers and disposed of/recycled properly. The Department of Public Works will remove the empty containers the first workday following the event. The organization sponsoring the event is responsible for removing its recycling containers at the end of the event. If the Town must clean up or dispose of any trash or recyclables generated by the event, the organization sponsoring the event will be charged fees for labor, equipment and disposal.

2. ACCESS TO ELECTRICITY

If your event requires electricity, you must apply to the Town of Amherst Inspections Services at least 15 days prior to your event and request power at the location that meets your needs. There is a connection charge and charge per day for moderate users. Heavier users (heating or cooking equipment, large amplification systems, etc.) will be billed for actual use plus the connection charge.

3. GUIDELINES FOR BATHROOM FACILITIES AT PUBLIC EVENTS

The guidelines for bathroom facilities at public events are as follows:

1. For every two-hundred (200) females, (1) toilet facility.
2. For every five-hundred (500) males, (1) toilet facility.

The number of bathroom facilities required, as stated above depends on the number of people expected to attend a particular event. Each bathroom facility is required to have a hand washing sink. In addition, there must be two (2) hand washing sinks in the area independent of those required in the bathroom facilities.

4. SALE OF FOOD AT EVENTS

Food sales may require obtaining a permit from the Town of Amherst Department of Health (259-3077). Please contact the Inspections Services Department (259-3030) to determine whether or not a permit is required for the regulations regarding "Mobile and Temporary" service. The cost of any food permits will be the responsibility of the applicant.